

Student Name _____

Name of Editor _____

Editing Sheet

Editor, please read through the students paper and look for the following things:

- Sentence Structure – Each sentence should be a complete sentence with capitals and ending punctuation.
- Check for capital letters on all proper nouns.
- Check for spelling errors
- Check for proper use of grammar.
- Check for proper use of punctuation.

Please use a colored pen to mark the draft to make it easier for the students to see what errors they need to correct.

I have read and edited this students paper for all of the items listed above.

Editor Signature _____

Date _____

Student Name _____

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